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Republika Kosova  
Republic of Kosovo



Këshilli Prokurorial i Kosovës  
Tužilački Savet Kosova  
Kosovo Prosecutorial Council

THE ANNUAL WORK PLAN 2024  
KOSOVO PROSECUTORIAL COUNCIL;



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## Mission

The mission of the Council is to provide an independent, impartial, professional and effective system of investigation and prosecution by prosecutors recruited on merit, evaluated on the basis of results at work and supervised according to high standards, which ensures the implementation of the law in a fair and indiscriminate manner and treats victims of crime deservedly.

The Kosovo Prosecutorial Council shall provide oversight, management, analysis, effective policies and appropriate level of administration to ensure that the State Prosecutor has all the resources he/she needs to provide a high-performing, accountable and accessible prosecutorial service to the citizens of Kosovo.

## Vision

The Vision of the Council is a prosecutorial system that is recognized for professionalism, accountability, impartiality and that has high trust of the citizens of Kosovo provided by the prosecutorial service, which is efficient, effective and ethical.

## Legal Functioning of the Kosovo Prosecutorial Council

The Council is established by Law no. 03/L-224 on Kosovo Prosecutorial Council, which entered into force on 1 January 2011 and currently operates based on Law no. 06/L-056 on Kosovo Prosecutorial Council and Regulation Nr.02/2020 on Organization and Activity of Kosovo Prosecutorial Council.

In order to fulfil the mandate of the Council, the Law on the Kosovo Prosecutorial Council has established administration bodies such as: the Council Secretariat and the Prosecution Performance Review Unit, which assist prosecutors in fulfilling their constitutional mandate.

## 1. Objectives of Kosovo Prosecutorial Council

The Kosovo Prosecutorial Council, in function of exercising its constitutional and legal mandate, drafts the Annual Work Plan for 2024 in accordance with the Strategic Plan of the prosecutorial system 2022-2024. The plan also includes the objectives and activities arising from the Rule of Law Strategy and Action Plan, reports of international mechanisms, the Joint Declaration of Commitment and other acts.

In order to increase the dynamics at work, the Council, the work plan for 2024, will also develop it through the prioritization of the defined processes.

The following will reflect the goals and activities of the Kosovo Prosecutorial Council



**ADVANCING THE SUB-LEGAL  
FRAMEWORK AND THE  
ORGANIZATIONAL STRUCTURE OF  
THE PROSECUTORIAL SYSTEM**

**Monitoring the implementation  
of the Strategic Plan of the  
prosecutorial system**

**Indicator:** Drafted reports

**Responsible:** The working group.

**Reporting period**

January - December

**Drafting the Strategic Plan of the  
Prosecutorial System 2025-2027**

**Indicator:** Working group established

Analysis of the implementation of the  
preliminary Plan

Drafted plan

**Responsible:** KPC

**Reporting period**

**Drafting of bylaws. Indicator:**

Drafted bylaws

**Responsible:** KPC

Committee on Normative Issues.

**Reporting period**

January - December

**Drafting the analysis of the  
performance evaluation of prosecutors,  
after the completion of the three (3) year  
cycle of regular evaluation, with the  
Regulation Nr.05/2020**

**Indicator:** Drafted analysis

**Responsible:** The working group.

**Reporting period**

January - December

**ADVANCING THE STATUS AND ROLE  
OF PROSECUTORS AND  
ADMINISTRATIVE STAFF**

**Priority handling of cases of threats against prosecutors and denigration of the personality of prosecutors**

**Indicator:** Action taken

**Responsible:** KPC

**Reporting period**

January - December

**Advancing the status of prosecutors and administration staff in the prosecutorial system**

**Indicator:** Participation of the working group in drafting relevant legislation

**Responsible:** KPC

**Reporting period**

January - December

**ADVANCING THE  
PROSECUTOR RECRUITMENT  
SYSTEM**

**Analysis of the needs for  
recruitment of prosecutors**

**Indicator:** Drafted analysis

**Responsible:** KPC, CAP, PPRU

**Reporting period**

January - December

**Implementation of the use of the  
electronic system for the  
application procedure in the  
recruitment process of  
prosecutors**

**Indicator:** Implementation of the electronic  
system

**Responsible:** KPC, PPRU, KRP

**Recruitment of new prosecutors**

**Indicator:** Recruited prosecutors

**Responsible:** KPC, PPRU, KRP

**Reporting Period**

January - December



**STRENGTHENING  
CAPACITIES FOR HANDLING  
CASES IN THE STATE  
PROSECUTOR 'S OFFICE**

**Based on the case load of prosecution offices to analyze the need for temporary and permanent transfers of prosecutors**      **Indicator:** Needs analysis, Reports on transfers of prosecutors

**Responsible:** KPC, CAP, PPRU  
**Reporting period**  
January - December

**Analysis of the need of prosecution offices for the advancement of prosecutors**      **Indicator:** Needs analysis, Reports on the advancement of prosecutors

**Responsible:** KPC, CAP, PPRU  
**Reporting period**  
January - December

**Development of transfer and advancement procedures based on the needs presented by the prosecution offices and based on assessments and analyses**      **Indicator:** Number of processes developed. No. of transferred and advanced prosecutors

**Responsible:** KPC, CTAP  
**Reporting period**  
January - December

**Solving the status of cases with unknown lead (PPP)**

**Indicator:** Defined status  
**Responsible:** KPC, CAP.  
**Reporting period**  
January - December

**The Unification of Prosecutors' Writing Forms**

**See also:** Unified Formats  
**Responsible:** KPC, CAP.  
**Reporting period**  
January - December

**STRENGTHENING  
CAPACITIES FOR HANDLING  
CASES IN THE STATE  
PROSECUTOR 'S OFFICE**

**Supporting the Unit for Corruption and Economic Crimes in the BP Prishtina**

**Indicator:** The resources provided.  
**Responsible:** KPC  
**Reporting period**  
January - December

**The Strengthening of the War Crimes Department**

**Increase the number of prosecutors.**  
Assigned or recruited staff. Secured resources.  
**Responsible:** KPC, SPRK  
**Reporting period**  
January - December

**Regular monitoring and reporting by the Supervisory Commission on corruption and economic crimes cases**

**Indicator:** Drafted reports  
**Responsible:** KPC, SCCEC  
**Reporting period**  
January - December

**Recruitment of Mediation Officers to the Basic Prosecution Offices**

**See also:** Recruited Officers  
**Responsible:** KPC, SKPC  
**Reporting period**  
January - December

**Supporting OPAV in protecting the rights of victims of crime**

**Indicator:** Staff recruited. Resource provided.  
**Responsible:** KPC, SKPC  
**Reporting period**  
January - December

**ADVANCING THE ADMINISTRATION  
OF THE PROSECUTORIAL SYSTEM AND  
MECHANISMS OF ACCOUNTABILITY  
AND PERMANENT CONTROL OF  
WORK**

**Regular reporting of chief prosecutors on issues of administration and efficiency in the handling of cases** Indicator:

Reports drafted

**Responsible:** KPC, CAP.

**Reporting period**

January - December

**Regular reporting of standing and ad hoc committees of the Council**

**Indicator:** Drafted reports

**Responsible:** KPC

**Reporting period**

January - December

**Drafting periodic reports on the criminal characteristic offenses of the Inter-Institutional Tracking Mechanism and the annual analytical report and the geography of the crime**

**Indicator:** Drafted Reports

**Responsible:** KPC, PPRU, KK-KPC

**Reporting period**

January - December

**Establishment of the mechanism for issues of prosecutors' ethics**

**Indicator:** Established Mechanism

**Responsible:** KPC

**Reporting period**

January - December

**PREVENTING AND MANAGING  
RISKS**

**Continuous risk assessment for  
each critical work process as well  
as their prevention and  
management**

**Indicator:** Monitoring and evaluation  
reports

**Responsible:** KPC, CAP.

**Reporting period**  
January - December

**STRENGTHENING MECHANISMS FOR  
ASSESSING AND VERIFYING THE  
INTEGRITY OF PROSECUTORS**

**Strengthening of the Prosecutorial  
Verification Office**

**Indicator:** Recruited staff  
**Responsible:** KPC  
**Reporting period**  
January - December

**Informative and guiding activities  
for the implementation of the Code  
of Ethics**

**Indicator:** The activities carried out. The  
drafted reports.  
**Responsible:** KPC  
**Reporting period**  
January - December

**Professional support for  
investigative panels in disciplinary  
cases**

**Indicator:** Drafted reports  
**Responsible:** Investigative panel unit  
**Reporting period**  
January - December

**Effective handling of disciplinary cases  
against prosecutors by the Council**

**Indicator:** Cases decided in the Council,  
Reports drafted  
**Responsible:** KPC, Investigative Panel  
**Reporting period**  
January - December

**Drafting, reviewing and approving the  
summary report of the annual  
evaluation of the performance of  
prosecutors by the superior**

**Indicator:** Report drafted and approved  
**Responsible:** KPC CPPE  
**Reporting period**  
January - March

**STRENGTHENING MECHANISMS  
FOR EVALUATING AND VERIFYING  
THE INTEGRITY OF PROSECUTORS**

**Implementation of the Prosecutors'  
Performance Assessment Processes  
according to the CPPE Work Plan  
approved by the KPC**

**Indicator:** Reports on performance  
evaluation of prosecutors

**Responsible:** KPC CPPE

**Reporting period**  
January - December

**Advancing the cooperation between the  
Commission for Evaluation of the  
Prosecutor's Performance and the  
Academy of Justice**

**Indicator:** Implemented protocols

**Responsible:** KPC CPPE

**Reporting period**  
January - December

**ADVANCING THE INSTITUTIONAL  
ROLE IN THE BUDGETARY AND  
FINANCIAL PROCESSES**

**Reviewing and approving budget  
planning based on needs and  
strategic orientations**

**Indicator:** Drafted plan  
**Responsible:** KPC CBFP  
**Reporting period**  
January - March

**Ensuring the sustainability of the  
financial supervision and control  
process**

**Indicator:** Internal Audit Report  
**Responsible:** KPC, CBFP, SKPC  
**Reporting period**  
January - December

**Implementation of Judgment  
AGJ.2316/24 of the Constitutional  
Court regarding the salaries of  
prosecutors and administrative staff**

**Note:** Co-operate with relevant institutions.  
**Responsible:** KPC, SKPC  
**Reporting period**  
January - December

**TRANSPARENCY AND  
COMMUNICATION WITH THE PUBLIC  
AND THE MEDIA**

**Drafting and approval of the Strategy for Communication with the public.** Indicator: Strategy drafted and approved  
**Responsible:** KPC  
**Reporting period**  
January - June

**Proactive communication in the prosecutorial system**  
Indicator: Action and reaction in time, realized.  
**Responsible:** KPC  
**Reporting period**  
January - December

**Presence of the prosecutorial system on the social platforms**  
Indicator: Open and used social platforms  
**Responsible:** KPC  
**Reporting period**  
January - December

**Providing access to information, data and public documents**  
Indicator: Information, data and public documents provided  
**Responsible:** KPC  
**Reporting period**  
January - December

**Presence of the prosecutorial system in the media**  
Indicator: The media coverage. Responding to the media  
**Responsible:** KPC  
**Reporting period**  
January - December



**TRANSPARENCY AND  
COMMUNICATION WITH THE PUBLIC  
AND THE MEDIA**

**Drafting acts on internal public communication procedures.**  
**Indicator:** Guide/manual/Code of Ethics, drafted  
**Responsible:** KPC  
**Reporting period**  
January - December

**Organizing public awareness campaigns related to the work of the prosecutorial system**  
**Indicator:** Programs of drafted campaigns. The campaign was carried out  
**Responsible:** KPC, SKPC  
**Reporting period**  
January - December

**COOPERATION WITH LOCAL  
INSTITUTIONS, PARTNERS AND  
DONORS**

**Holding roundtables and various meetings with internal and external partners**

**Indicator:** meetings realized. The drafted reports.

**Responsible:** KPC, SKPC

**Reporting period**  
January - December

**Coordinating meetings with donors.**

**Indicator:** Identification of support needs. The encounters that have taken place

**Responsible:** KPC, SKPC

**Reporting period**  
January - December

**Signing agreements with institutions and forums that exercise the same mandate**

**Indicator:** Activities carried out

**Responsible:** KPC

**Reporting period**  
January - December

**Addressing the recommendations arising from the evaluations of international institutions monitoring the prosecutorial system**

**Indicator:** Regular Reports

**Responsible:** KPC

**Reporting period**  
January - December

**Implementation of legislative and implementing measures by the National Program for European Integration (NPEI)**

**Indicator:** Implemented measures

**Responsible:** KPC, SKPC

**Reporting period**  
January - December

**PROMOTION OF DIGITALIZATION OF  
THE WORK OF THE PROSECUTOR'S  
OFFICE (E-PROSECUTION)**

**Implementation of the e-learning system**

**Indicator:** System developed and implemented

**Responsible:** KPC, SKPC, DIT

**Reporting period**  
January-September 2023

**Development and implementation of the electronic e-library system**

**Indicator:** System developed and implemented

**Responsible:** KPC, SKPC, DIT

**Reporting period**  
January - December

**The development of the electronic system for managing finances through the EKOJUST project**

**Indicator:** System developed and implemented

**Responsible:** KPC, DBF-DTI

**Reporting period**  
January - December

**Monitoring the implementation of CMIS**

**Indicator:** Draft Monitoring Reports

**Responsible:** KPC, CAP, Working Group - CMIS, SP, SKPC-DTI

**Reporting period**  
January - December

**Increase the quality of data in CMIS**

**Indicator:** Drafted reports

**Responsible:** KPC, CAP, Working Group - CMIS, SP, SKPC-DTI

**Reporting period**  
January - December

**PROMOTION OF DIGITALIZATION OF  
THE WORK OF THE PROSECUTOR'S  
OFFICE (E-PROSECUTION)**

**Preparation of the Standard Action  
Procedure for Electronic Data  
Exchange (CMIS) with Customs**

**Indicator:** PSV drafted

**Responsible:** KPC, SKPC, DIT

**Reporting period**

January - June

**Electronic data exchange for the  
Second Instance (Court of Appeal -  
Prosecution Office of Appeal) and  
the Third Instance (Supreme Court  
- OCSP)**

**Indicator:** Functional Electronic Exchange

**Responsible:** KPC, KAP, CMIS Group,  
SKPC-DIT

**Reporting period**

January - December

**The development of advanced  
statistical reports.**

**indicator:** Advanced Reports

**Responsible:** KPC, CAP, Working Group  
- CMIS, PPRU, SKPC-DIT

**Reporting period**

January - December

**Preparation of the analysis for the  
removal of manual records in the  
prosecution office**

**Indicator:** Prepared  
analysis

**Responsible:** KPC, CAP, SP, SKPC-DIT

**Reporting period**

January - December

**IMPROVING THE PHYSICAL  
INFRASTRUCTURE AND SECURITY  
LEVEL IN THE PROSECUTORIAL  
SYSTEM**

**Assessment of the needs for  
suitable working conditions in the  
prosecutorial system**

**Indicator:** Drafted report  
**Responsible:** KPC, CAP, SKPC-DASHP  
**Reporting period**  
January - December

**Assessment of the level of security  
in the system facilities**

**Indicator:** Drafted report  
**Responsible:** KPC, CAP, SKPC-DASHP  
**Reporting period**  
January - December

**Advancement of the security system  
of the prosecutorial system. Indicator:**

Activities undertaken  
**Responsible:** KPC, CAP, SKPC-DASHP-  
DIT  
**Reporting period**  
January - December

**Continuous monitoring of the security  
situation.**

**Indicator:** Drafted report  
**Responsible:** KPC, KAP, KPC-DASHP  
**Reporting Period**  
January - December

**BUILDING THE PROFESSIONAL  
CAPACITIES AND PRACTICAL SKILLS  
OF PROSECUTORS AND STAFF**

**Training Needs Assessment**

**Indicator:** Assessment Report

**Responsible:** KPC, PPRU

**Reporting period**

July - December

**Preparation of the document for the  
training policy.**

**Indicator:** Approved document

**Responsible:** KPC, PPRU

**Reporting period**

October - December

**Coordination with the Academy of  
Justice and partners for organizing  
trainings and ensuring the  
participation of prosecutors**

**Indicator:** Training reports. Registration  
of Participants - SEMDP

**Responsible:** KPC, SKPC, PPRU

**Reporting period**

January - December

**Continuous evaluation of the  
implementation of the requirements  
arising from the professional  
development regulation**

**See also:** Assessment reports

**Responsible:** KPC, SKPC, PPRU

**Reporting period**

January - December

**Capacity building for the  
implementation of Regulation 02/2021  
on the transfer and promotion of  
prosecutors**

**Indicator:** Trainings held

**Responsible:** KPC, PPRU

**Reporting period**

January - December

**BUILDING THE PROFESSIONAL  
CAPACITIES AND PRACTICAL SKILLS  
OF PROSECUTORS AND STAFF**

**Advancing training for prosecutors  
and victim's advocates**

**Indicator:** Advanced Training Programs

**Responsible:** KPC, SKPC, PPRU

**Reporting period**

January - December

**Establishment of professional  
capacities of the staff of the  
Statistical Office and the staff of the  
prosecution offices regarding the  
monitoring of the quality of the  
data recorded in the CMIS and in  
the use of the SPSS application**

**Indicator:** Trainings held

**Responsible:** KPC, SKPC, PPRU

**Reporting period**

January - December

**Provision of compulsory training for  
prosecutors**

**Indicator:** Trainings held

held

**Responsible:** KPC, SKPC, PPRU

**Reporting period**

January - December

**MANAGEMENT OF PROFESSIONAL AND ADMINISTRATIVE SERVICES OF THE PROSECUTORIAL SYSTEM**

**Professional and administrative support for the KPC, SP, and the bodies that function depending on them**

**Indicator:** Work Reports  
**Indicator:** SKPC  
**Reporting period**  
January - December

**Regular update of the electronic system for disciplinary cases against prosecutors**

**Indicator:** Up-to-date electronic system  
**Responsible:** KPC, SKPC-NJPH  
**Reporting period**  
January - December

**Support in drafting regulations, administrative instructions, memorandums and other sub-legal acts within the mandate of the Council and the State Prosecutor**

**Indicator:** Work Reports The auditor's report.  
**Indicator:** SKPC  
**Reporting period**  
January - December

**Administration and management of procurement processes, finances, general services, administration and personnel**

**Indicator:** Work reports. **Indicator:** SKPC  
**Reporting period**  
January - December

**Drafting and implementation of the procurement plan based on analyses and needs for the prosecutorial system**

**Indicator:** Plan drafted  
**Responsible:** SKPK - Procurement Unit  
**Reporting period**  
January - December

**Internal Audit in the Administration of the Prosecutorial System**

**Indicator:** Drafted reports  
**Indicator:** SKPC  
**Reporting period**  
January - December



**MANAGEMENT OF PROFESSIONAL  
AND ADMINISTRATIVE SERVICES OF  
THE PROSECUTORIAL SYSTEM**

**Ensuring the implementation of  
internal and external audit  
recommendations**

**Indicator:** Work Reports  
**Indicator:** SKPC  
**Reporting period**  
January - December

**Advancing the processes of  
recruitment, classification, transfer,  
evaluation, advancement and  
discipline of administrative staff  
within the prosecutorial system**

**Indicator:** Draft sub-legal acts -  
completion/amendments, drafted. The  
processes carried out  
**Indicator:** SKPC  
**Reporting period**  
January - December

**Unification of written forms of  
administration of the prosecutorial  
system**

**Indicator:** Unified letter forms  
**Indicator:** SKPC  
**Reporting period**  
January - December

**Supporting the Council and the State  
Prosecutor in the realization of  
cooperation with local and  
international institutions**

**Indicator:** meetings realized.  
**Indicator:** SKPC  
**Reporting period**  
January - December

**Representation of the Council and the  
State Prosecutor as authorized in all  
judicial disputes**

**Indicator:** Participation in the hearings  
according to the invitations of the courts  
**Responsible:** SKPC - Legal Department  
**Reporting period**  
January - December

**STRENGTHENING OF INTERNAL AND EXTERNAL COMMUNICATION**

**Strengthening of Internal Communication**

**Indicator:** Trainings held Drafted guide  
**Responsible:** SKPC - KP Unit.  
**Reporting period**  
January-September 2023

**Development and launch of the prosecutorial system web portal**

Developed and Launched Web Portal  
**Responsible:** SKPC - KP Unit.  
**Reporting period**  
January - June

**Improving the quality of communication and proactivity on events and issues of public interest**

**Indicator:** Presence of the prosecutorial system on social media platforms  
**Responsible:** SKPC - KP Unit.  
**Reporting period**  
January - December

**Drafting of periodicals and special publications**

**Indicator:** Drafted publications  
**Responsible:** SKPC - KP Unit.  
**Reporting period**  
January - December

**Strengthening cooperation with the media and civil society**

**Indicator:** Drafted reports  
**Responsible:** SKPC - KP Unit.  
**Reporting period**  
January - December

**STRENGTHENING OF INTERNAL AND  
EXTERNAL COMMUNICATION**

**Strengthening accountability for the  
implementation of the Public  
Communication Strategy of the  
prosecutorial system**

**Indicator:** Strategy Monitoring Group,  
established. Regular monitoring reports on  
the implementation of the strategy

**Responsible:** SKPC – KP Unit.

**Reporting period**  
January - December

**Advancing the regular use of new  
public communication tools and  
approaches**

**Indicator:** The website and social  
networks used and updated on a regular  
basis

**Responsible:** SKPC – KP Unit.

**Reporting period**  
January - December

**INCREASE THE LEVEL OF BUDGET PLANNING, ASSURANCE AND MANAGEMENT AS WELL AS STRENGTHEN THE SYSTEM OF CONTROL AND OVERSIGHT OF EXPENDITURES**

**Identification and assessment of system needs and budgetary planning for 2025 and early assessments for 2026-2027**

**Indicator:** Consultation with the prosecutor's offices. Drafted list of needs.  
**Responsible:** KPC, DBF  
**Reporting period**  
January - December

**Preparation of the KASH and the budget for 2025-2027, based on the needs, legislation and strategies of the prosecutorial system**

**Indicator:** Kashi drafted  
**Responsible:** KPC, DBF  
**Reporting period**  
January - March

**2024 Budget Review Reflecting the System's Needs and Eventual Changes**

**Indicator:** System developed and implemented  
**Responsible:** KPC, DBF  
**Reporting period**  
May - June

**Ensuring timely settlement of financial obligations and the closure of the fiscal year without obligations through reallocations or transfers within the budget of the Council**

**Indicator:** Payment execution  
**Responsible:** KPC, DBF  
**Reporting period**  
January - December

**Ensuring the implementation of capital projects according to budgetary plans;**

**Indicator:** Regular Reports  
**Responsible:** KPC, DBF  
**Reporting period**  
January - December

**INCREASE THE LEVEL OF BUDGET PLANNING, ASSURANCE AND MANAGEMENT AS WELL AS STRENGTHEN THE SYSTEM OF CONTROL AND OVERSIGHT OF EXPENDITURES**

**Managing risk in the implementation of the budget**  
**Indicator:** Regular Reporting  
**Responsible:** SKPK - DBF  
**Reporting period**  
January - December

**Ensuring the correct record of capital assets**  
**Indicator:** Updated asset register  
**Responsible:** SKPK - DBF - DAGS  
**Reporting period**  
January - December

**Analysis, financial comparisons and movement within the Council's budget**  
**Indicator:** Drafted analysis  
**Responsible:** SKPC - DBF  
**Reporting period**  
January - December

**Preparation of periodic financial statements, annual financial statements and various reports according to needs and requirements**  
**Indicator:** meetings realized. Reporting on a regular basis  
**Responsible:** SKPC - DBF  
**Reporting period**  
January - December

**Close coordination and cooperation with units within the system and other relevant institutions** **Indicator:**  
Different requirements. Prepared reports  
**Responsible:** SKPC - DBF  
**Reporting period**  
January - December

**Coordination and close cooperation with CBFP** **Indicator:**  
Meetings realized. Reporting on a regular basis  
**Responsible:** SKPC - DBF  
**Reporting period**  
January - December

**Ensuring the audit of the annual financial statements through the relevant audit mechanisms** **Indicator:**  
Audit Report  
**Responsible:** SKPC - DBF  
**Reporting period**  
January - December

**IMPROVING QUALITY IN THE  
PROVISION OF GENERAL SERVICES**

**Management and maintenance of the physical infrastructure of the prosecutorial system**

**Indicator:** Drafted reports  
**Responsible:** SKPC - DBF - DAGS  
**Reporting period**  
January - December

**Completion and implementation of an adequate safety plan in all work facilities.**

**Indicator:** Drafted/implemented safety plan. Regular reports  
**Responsible:** CAP, SKPC-DAGS  
**Reporting period**  
January - December

**Drafting of the Emergency Safety Plan**

**Indicator:** Drafted plan  
**Responsible:** CAP, SKPC-DAGS  
**Reporting period**  
January - December

**Improvement of working spaces in the premises of the prosecutorial system**

**Indicator:** Secured and Permitted Objects  
**Responsible:** SKPC - DAGS  
**Reporting period**  
January - December

**Increasing efficiency in the provision of translation and proofreading services**

**Indicator:** Translated documents. Presence of interpreters at the meeting.  
**Responsible:** SKPC - DAGS  
**Reporting period**  
January - December

**IMPROVING QUALITY IN THE  
PROVISION OF GENERAL SERVICES**

**Creating legal, technical infrastructure and capacity building in translation and proofreading**

**Indicator:** Respect for the Constitution and the Law on Two Languages, the trainings carried out and the standards for translation. Technical equipment for simultaneous translation.

**Responsible:** SKPC - DAGS

**Reporting period**  
January - December

**Raising the level in the administration and archiving of documents**

**Indicator:** Implementation of legislation and sub-legal acts. Regulation no. 04/2020 PSV

**Responsible:** SKPC - DAGS

**Reporting period**  
January - December

**Setting of documents in the KPC archives and in the archives of the prosecution offices**

**Indicator:** Archival material arranged in appropriate cases

**Responsible:** SKPC - DAGS

**Reporting period**  
January - December

**STRENGTHENING HUMAN  
RESOURCES IN THE PLANNING AND  
IMPLEMENTATION OF WORK  
PROCESSES**

**Assessing and identifying human resource needs and drafting a new staffing plan**

**Indicator:** Assessment of the needs realized. Personnel plan drafted

**Responsible:** SKPC - DHR

**Reporting period**

January - June

**Developing recruitment procedures according to planning and legislative changes**

**Indicator:** The recruitment process is carried out.

**Responsible:** SKPC - DHR

**Reporting period**

January - December

**The development of the professional capacities of the staff**

**Indicator:** Coordination of participation in the training. Reports of participation in the training.

**Responsible:** SKPC - DHR

**Reporting period**

January - December

**Unification and classification of positions according to assessment, need and requirements.**

**Indicator:** Unified and classified positions

**Responsible:** SKPC - DHR

**Reporting period**

January - December



**DEVELOPMENT AND ADVANCEMENT  
OF INFORMATION TECHNOLOGY**

**Supply of IT equipment for the  
needs of the prosecutorial system**

**Indicator:** Equipment provided

**Responsible:** SKPC, DIT

**Reporting period**

January - December

**Drafting the Standard Action  
Procedure for copying notes**

**Indicator:** PSV drafted

**Responsible:** SKPC, DIT

**Reporting period**

January-July

**Drafting the Standard Operating  
Procedure for Electronic Systems  
Testing**

**Indicator:** PSV drafted

**Responsible:** SKPC, DIT

**Reporting period**

June - December

**Continuous capacity building of staff  
for the use of information technology  
systems**

**Indicator:** The trainings provided.

**Responsible:** SKPC, DIT

**Reporting period**

June - December

**ADVANCING OF THE INTERNAL  
WORK PROCESSES.**

**Administration of the processes of recruitment, transfer and advancement of prosecutors**

**Indicator:** Drafted reports  
**Responsible:** PPRU  
**Reporting period**  
January - December

**Support for the implementation of the annual plan for evaluating the performance of prosecutors according to the requirements of the Commission**

**Indicator:** Implemented plan  
**Responsible:** PPRU  
**Reporting period**

**Drafting comparative reports on the effectiveness of the application of CMIS and the accuracy of the notes**

**Indicator:** Drafted reports  
**Responsible:** PPRU  
**Reporting period**  
January - December

**Support for the implementation of the work plan of the Commission for the Administration of Prosecutions**

**Indicator:** Drafted reports  
**Responsible:** PPRU  
**Reporting period**  
January - December

**Organization of visits to the prosecution office to supervise the maintenance of registers and the archiving of cases**

**Indicator:** Reports drafted  
**Responsible:** PPRU  
**Reporting period**  
January - December

**SUPPORTING AND ADMINISTERING  
RECRUITMENT, APPOINTMENT,  
TRANSFER, AND ADVANCEMENT  
PROCESSES.**

**Administering the process of  
recruiting prosecutors**

**Indicator:** The recruitment process is carried out. Reports drafted.

**Responsible:** PPRU – Office for Prosecutorial Verification

**Reporting period**  
January - December

**Administration of the process of  
appointing Chief Prosecutors**

**Indicator:** Appointment procedures carried out. Reports drafted.

**Responsible:** PPRU – Office for Prosecutorial Verification

**Reporting period**  
January - December

**Administration of the processes of  
recruitment, transfer and  
advancement of prosecutors**

**Indicator:** Advancement and transfer procedures carried out. Reports drafted.

**Responsible:** PPRU – Office for Prosecutorial Verification

**Reporting period**  
January - December

**Functionalization of the online  
application for the processes of  
advancement and transfer of  
prosecutors**

**Indicators:** Functional Platform

**Responsible:** PPRU – Office for Prosecutorial Verification

**Reporting period**  
January - December

**ANALYSIS OF THE WORK OF PROSECUTORS  
AND PROSECUTION OFFICES AS WELL AS  
HARMONIZATION AND VERIFICATION OF  
STATISTICAL RECORDS**

**Collecting data and compiling  
periodic, annual, special and  
analytical statistical reports on the  
performance of the work of  
prosecutions and prosecutors  
according to the requirements and  
needs of the prosecutorial system**

**Indicator:** Drafted reports

**Responsible:** PPRU, Office for  
Monitoring and Analytics, Office for  
Statistics

**Reporting period**  
January - December

**Drafting the report on the  
evaluation of the cases/reports filed  
and the suspension of  
investigations**

**Indicator:** Analytical reports compiled

**Responsible:** PPRU, Office for  
Monitoring and Analytics, Office for  
Statistics

**Reporting period**  
January - December

**Verification of the quality of the data  
recorded in the statistical reports  
received from the prosecution offices**

**Indicator:** Verified data

**Responsible:** PPRU, Office for Statistics

**Reporting period**  
January - December

**MONITORING THE APPLICATION OF  
ELECTRONIC SYSTEMS FOR  
STATISTICAL REPORTING**

**Monitoring of the functioning of  
the CMIS related to statistical  
reporting**

**Indicator:** Visits have been made.  
Reports drafted.

**Responsible:** PPRU, Office for  
Monitoring and Analytics, Office for  
Statistics

**Reporting period**

**Designing the forms of statistical  
reports generated by the CMIS**

**Indicator:** Designed Reports

**Responsible:** PPRU, Office for  
Monitoring and Analytics, Office for  
Statistics

**Reporting period**  
January - December

**Daily monitoring by the Statistical  
Office for the inclusion of all  
information in the CMIS**

**Indicator:** Standard monthly, periodic  
reports with detailed data by filters

**Responsible:** PPRU, Office for Statistics

**Reporting period**  
January - December

**Verification and harmonization of the  
reports generated by the CMIS with the  
data from the physical registers  
reported by the prosecution offices as  
well as the compilation of standard and  
special statistical reports for different  
periods of time**

**Indicator:** Reports drafted

**Responsible:** PPRU

**Reporting period**  
January - December

**Capacity building of note users in  
Kosovo Prosecution Offices in relation  
to the change of statistical reporting  
after the functionalization of CMIS**

**Indicator:** The training provided.

**Responsible:** PPRU

**Reporting period**  
January - December

**SUPPORTING PROFESSIONAL  
CAPACITY BUILDING PROCESSES IN  
THE PROSECUTORIAL SYSTEM**

**Monitoring, collecting, storing and  
processing data for participation in  
training**

**Indicator:** Reports of the trainings  
carried out

**Responsible:** PPRU - Office for Training

**Reporting period**

January - December

**Updating the data on the  
participation of prosecutors in  
compulsory trainings and in the  
capacity of trainers**

**Indicator:** Reports of the trainings  
carried out

**Responsible:** PPRU - Office for Training

**Reporting period**

January - December

**Coordination of Prosecutors'  
Participation in Training**

**Indicator:** Participation Report

**Responsible:** PPRU - Office for Training

**Reporting period**

January - December